

2017 Departments in the Green



Miriam Barcellona Ingenito
Director

As we get closer to our July 2017 Release, we want to make sure our departments are ready when "Go Live" arrives. Each week, the FI\$Cal team evaluates how our 2017 customers are doing in their transition activities by performing a "traffic light" assessment. "Green" means a department is up to date and ready to go, "yellow" means proceeding but slightly behind, and "red" means they are behind, for various reasons, on their onboarding

progress.

The FI\$Cal transition is a team effort, and we are providing as much support as necessary to get all of our 2017 Release departments on board, on time. I am pleased to report, most departments are meeting readiness measures in the crucial steps to migration: chart of accounts, systems interface, conversions and role mapping. Currently, 83 percent of our departments are in the green and on the road to Go Live. They are keeping up on tasks, participating in activities, engaged and always anticipating what comes next.

To make sure FI\$Cal is measuring accurate indicators of department readiness, our Independent Validation and Verification contractor is conducting its own assessment by polling 2017 departments and evaluating responses. If we learn departments need more support, we deliver the training and expertise they need.

Occasionally, a department falls temporarily behind in readiness activities, often because of circumstances beyond its control. For instance, as the state experienced flooding, it caused some departments to redirect their resources toward their mission critical duties. During this

time, some of the departments slipped into the yellow and we brought in extra resources to help them succeed in FI\$Cal as well. We understand that life, and sometimes "mother nature" happens.

We applaud our departments that are working hard to stay on track and transition into FI\$Cal, even in the face of state or department emergencies. We appreciate the difficulties of carrying out the daily work that must get done, while setting aside time to complete assigned tasks.

We have a small number of departments that have struggled with readiness because of a variety of factors, from complex funding mechanisms to unusual systems requirements.

A group of strike teams led by FI\$Cal Deputy Directors are helping those departments turn their red lights to green. Teams are made up of Accenture and state staff representing the FI\$Cal Business Team, Tech Team, Project Management and Change Management, as well as staff from Office of State Controller and Department of Finance. Teams are meeting weekly in the home offices of each department. During the half-day sessions, strike teams brainstorm with 2017 department leaders to find solutions and make decisions to progress toward onboarding. The idea behind these meetings is to solve the problems in the room until meeting time is up, then regroup the following week to make more progress.

This is the fifth time FI\$Cal staff has guided state entities into the system, and with each wave or release, we learn something new. We look forward to more green lights as we approach July 2017, and we will use the lessons learned from this release to bring on the final departments next year. Thank you for working with us as we move together toward the 2017 Release.

2017 End User Training

Starting in May, 2017 Release end users will begin using the [FI\\$Cal Training Academy](#) (FTA) to take training courses that will help prepare them to use the FI\$Cal system at Go Live. Each end user will receive role-based training through interactive web-based courses and instructor-led classroom sessions that will allow them to gain the knowledge and skills needed to perform transactions in the System. Core users identified by their department will get priority for the

classroom sessions which will be held throughout the state.

2017 end users will receive emails to being registering for the FTA in April. The emails will include a user id and password that will give them access to their FTA account. Once an end user accesses their account they will be able to view their Learning Path based on the role(s) they will have in FI\$Cal. Users will practice navigation, data entry, originating transactions, reviewing or updating existing records, performing approvals, and

running FI\$Cal reports.

Core users should have all their assigned courses completed by June 30 to be ready for the July Release.

FI\$Cal's training staff is ready to guide our 2017 end users through the training process and is available for assistance as they work through their FI\$Cal curriculum.

If you have questions regarding 2017 Department End User Training, you can contact the Training Unit through the [CMO mailbox](#).

CSD Onboards Early!

Community Services and Development (CSD) is a small department within the California Health and Human Services Agency (CHHS) that does big work. Programs administered by CSD help low-income families achieve and maintain self-sufficiency, meet their home energy needs and reside in housing free from the dangers of lead.

They are approaching their transition to FI\$Cal with the same passion, dedication and service with which they assist those less fortunate. Their volunteerism was noticed by agency leadership at CHHS when they agreed to jump into FI\$Cal a year early. Initially slated to onboard in 2018, staff was eager to start the process earlier so they could use the system as they learned.

Lois Hullum is CSD's FI\$Cal Project Manager, and she set the tone when she turned her attention full-time

to the FI\$Cal onboarding process. "Going straight into the project I let everyone know our scorecard will be green, and we will have a positive attitude. If you focus on completion and not roadblocks or distractions, you make it easier on the team."

And CSD is getting it done remarkably efficiently. They redirected staff from their small crew of 120 employees to help manage daily workload so the implementation team could focus on FI\$Cal. The CSD management amended its Strategic Plan to include implementation of FI\$Cal. When necessary, they have approved overtime. In short, CSD has made implementation of FI\$Cal a top line priority all while using internal resources.

CSD started with a small team of four Super Users, but expanded to 12 when they realized it was best to have some duplication in



Lois Hullum
Community Services and Development

expertise. They meet regularly to discuss challenges, and kicked off the onboarding process by reviewing the 2016 workshops. According to Jeff Kjer, Budget Officer, "the Training Academy was a big help."

CSD attended both online and in person trainings in order to get the most out of instruction, and made sure to take

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CIO Awards for FI\$Cal!

On March 2, at the 2017 Public Sector CIO Academy award ceremony, FI\$Cal's Chief Information Officer (CIO) and Deputy Director of Information Technology (IT) Subbarao Mupparaju was recognized as CIO of the year.

Subbarao, who was appointed in July 2015, was acknowledged for his strong dedication to work and his collaborative leadership style. Among his accomplishments since joining FI\$Cal, Subbarao helped to create a hardware strategy which was part of a larger technology roadmap that helped save the project close to \$10 million in hardware costs. Through his leadership, he has also created a strong technology team that is able to tackle the complexities of the FI\$Cal system head on.

Along with Subbarao, several other members of FI\$Cal's IT staff were recognized during the ceremony for their outstanding work over the past year:

- **Peter Bedell, Data Processing Manager III, Project Manager**
- **Amy Cooper, Data Processing Manager III, Chief of Quality Assurance and Testing Office**

- **Eric Harrold, Data Processing Manager III, Information Security Officer**
- **Seetharam Karnati, Data Processing Manager III, Chief of Enterprise Integration Services**
- **Adi Lingam, Data Processing Manager III, Chief of Application Development**
- **Wes Riley, Data Processing Manager III, Chief of the FI\$Cal Service Center (FSC)**

The California Public Sector CIO Academy is a leadership event for California's senior level technology executives with the intent to improve management and business skills and to develop IT leaders of the future. It is an opportunity for government and industry executives to collaborate and address important policy, management and leadership issues surrounding digital government and the role of the public-sector CIO.

Photo highlights from this year's awards ceremony are available on the [California Public Sector CIO Academy](#) website.

Attend the Forum

Los Angeles
Wednesday, April 12, 2017

Sacramento
Wednesday, April 19, 2017

For more information please visit our website at:
www.fiscal.ca.gov

Employee Assistance Program

1-866-EAP-4SAC
(1-800-327-4762)

TTY users should call 1-800-424-6117

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advantage of every workshop, Forum or webinar offered. They attended Model Office, Department of Finance training on Hyperion, and interacted regularly with FI\$Cal Subject Matter Experts. Additionally, CSD is keeping a log of all of its activities, including hours and tasks performed as a way to handle staffing changes in the future following “go live.”

In fact, CSD is so well prepared, they are now the “go to” department in CHHS to provide FI\$Cal assistance. They set up a workshop and presented everything they knew to their sister agencies. Said Hullum, “We gave them demonstrations on how we developed our FI\$Cal implementation team, what resources we use to monitor the project, some memos and letters, and a demonstration of our internal project site established with SharePoint.”

According to Sean Hammer, Administrative Operations Manager, CSD is “ahead of the game” for the 2017 onboarding. “Everyone is equipped with the knowledge they need. We are highly engaged in

learning along the way. We’ve used all the tools and opportunities. We are a team working together, so when we go live we have a smooth transition.”

Staff is looking forward to July, and some of the benefits FI\$Cal offers. Contracts Analyst Monica Neff said, “From a procurement perspective, there is some functionality we don’t have now as a department. The opportunity to add reminders and notifications—we’re excited about that.” Additionally, staff expects to have better reporting capabilities and more current access to information for their customers who are low income Californians.

Besides the streamlining and efficiency FI\$Cal will offer, there are some unexpected personal benefits for staff.

“FI\$Cal has allowed us the opportunity to grow and learn in ways we didn’t know we could. We’ve learned new technology and taken advantage of new software,” said Hullum.

Says Hammer, “It’s been an

opportunity to empower subordinate staff to use the knowledge and skills they’ve developed and really move FI\$Cal along. It’s been great for us as leaders to see the growth of our staff through the implementation of this project.”

It’s the positive attitude from leadership and front line staff alike that has helped CSD embrace the change as they onboard to FI\$Cal. They have relished examining their own processes, and finding ways to improve internal business transactions. Said Kjer, “When we think about the problems, we focus on how to fix it. I think it’s our attitude that has helped us prepare.” The attitude, and also the superlative commitment of their FI\$Cal Liaison, Lois. “Every department needs to find their Lois,” said Kjer.

FI\$Cal applauds CSD and is grateful for the extraordinary efforts of the entire transition staff. They demonstrate how the desire to learn goes a long way in a successful FI\$Cal onboarding experience

2017 Dry Run Scheduled for May

Before the opening night of any new theater production, cast and crew go through dry run and dress rehearsal practices to work out the last minute kinks. FI\$Cal uses the same approach to enable a smooth transition for new departments when they onboard.

Dry Run validation sessions scheduled for May at the FI\$Cal office will offer a hands-on opportunity for Subject Matter Experts (SME) from onboarding 2017 departments to verify the accuracy of their conversion data files and transactions as they will appear in the FI\$Cal system. In addition, 2017 Release departments with planned manual conversions will also have an opportunity to test manual entry of their transactions during Dry Run.

FI\$Cal will notify the 2017 departments to do another upload of files to the [Self Service Conversions Portal](#) before the Dry Run activities begin. FI\$Cal experts can then help department SMEs reconcile their most up-to-date files, and trouble shoot or correct remaining issues (e.g. invalid configuration values, invalid Chart of Account values, invalid Chart of Account combinations).

Following the Dry Run in May, departments will move on to the Dress Rehearsal phase which will take place in early to mid-June. During Dress Rehearsal, departments will



resubmit their conversion files and validate their data one last time before cutover and migration to the FI\$Cal system.

We look forward to continuing our work with the 2017 department SMEs as we move one step closer to the summer release.

FI\$Cal’s Change Management Office will send invitation emails once Dry Run dates and details have been finalized.

If you have questions please contact your Readiness Coordinator.

FSC Common Questions

Question: In terms of roles/responsibilities, what is the difference between a Readiness Coordinator and a Retention Analyst?

Answer: The Readiness Coordinator assists departments that are in the process of going live into FI\$Cal. Once these departments are live within the System, the Readiness Coordinator transfers their coordination efforts to the next wave of departments.

The Retention Analyst provides ongoing assistance to all departments that are already live

within FI\$Cal. Departments will utilize the Retention Analyst as a point of contact for all departmental needs going forward.

Question: If a department is currently working on a production enhancement, should departments wait to notify the Retention Analyst instead of notifying the Readiness Coordinator?

Answer: Any department that is currently developing a production enhancement or that has any suggestions regarding enhancements, should contact

the FI\$Cal Service Center or the Enterprise Intake Process leads directly.

Question: Given the possibility that FI\$Cal will be adding 3,000 users at the same time, is there any process of phasing these users into the System?

Answer: Yes, departments will be utilizing the TECH330 role mapping tasks when establishing department users. This process will be in phases so that departments will be able to add, remove, or delete users as they see fit, as we get closer to Go Live.

Payee Data Record Form (STD 204)

Does the supplier you want to do business with have a Payee Data Record Form (STD 204) on file in FI\$Cal? If an open purchase order is converted to the system without a STD 204 on file in FI\$Cal, it could result in delays in voucher approvals and payment. For departments already transacting in the system, lack of a STD 204 in FI\$Cal will prevent the creation of new purchase orders.

To avoid costly delays and improve the user experience for future purchases, please check our [list of suppliers without STD 204s](#). If a supplier appears on this list, your Department Vendor Processor will need to submit a STD 204 along with a Supplier Update Request Form (SURF) to FI\$Cal's Vendor Management Group. See Job Aid FI\$Cal 206, [Completing the Supplier Update Request Form 2.0](#), for instructions.

FI\$Cal encourages all departments to check the list

and obtain updated STD 204s now. Departments are responsible for this process, which establishes a supplier's eligibility to do business with the state. STD 204 forms list a supplier's name, mailing address, tax identification number or social security number and other information vital to the supplier getting payment for the goods or services they've provided.

While the list of suppliers without forms is refreshed periodically, it doesn't reflect all suppliers who have not submitted a form. You can also use the Review Supplier page in FI\$Cal and search for the supplier by the Tax Identification Number to double check if the supplier has the STD 204 on file in FI\$Cal.

If you have additional questions please contact the Vendor Management Group at vm-supportunit@fiscal.ca.gov.

FI\$Cal Annual Report

FI\$Cal's [Annual Status Report to the Legislature](#) was submitted in February. The report covers the activities and progress of the Financial Information System for California for calendar year 2016.

FI\$Cal Career Opportunities

Business Operations & Solutions Division

[Accounting Administrator 1 - Functional Services Office](#)

[Staff Information Systems Analyst \(Specialist\) - On Site Support Office](#)

Service Center & Portfolio Management Division

[Staff Information System Analyst \(Specialist\) - Enterprise Governance Section](#)

[Senior Information Systems Analyst \(Specialist\) - FI\\$Cal Service Center \(Multiple Positions\)](#)

Information Technology Division

[Systems Software Specialist 2 \(Technical\) - Enterprise Security Services Office](#)

Video On Demand

FI\$Cal has created short instructional videos to better assist users.

Access these videos and more under General Resources on the [FI\\$Cal Service Center page](#).

Watch these and other FI\$Cal videos on our [Youtube Channel](#).



Group Legal Open Enrollment

Group legal services insurance plan open enrollment 2017 will be March 1 through April 28, 2017. During open enrollment, eligible employees can enroll in the Plan and current members can change their coverage from single to family, family to single, and add/delete eligible dependents. Members may cancel their membership at any time. More information available on the

[CAL HR Website](#).





For more information on up coming events, please visit our website at www.fiscal.ca.gov or email us at fiscal.cmo@fiscal.ca.gov.

April 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 • CIC Meeting	4 • I&C Support Sessions • P0142/152 Train the Trainer Teachback Session	5 • AP To-Be Business Process Support Session • LA/DM To-Be Business Process Support Session	6 • I &C Support Sessions • P0142/152 Train the Trainer Teachback Session	7
10	11 • I&C Support Sessions • AP113 Train the Trainer Teachback Session • SCO/STO Department Impacts Workshops AM • SCO/STO Department Impacts Workshops PM	12 • SCO/STO Department Impacts Workshops AM • Southern California FI\$Cal Forum	13 • I&C Support Sessions • AP113 Train the Trainer Teachback Session	14
17	18 • I&C Support Sessions	19 • Northern California FI\$Cal Forum	20 • I&C Support Sessions	21
24	25 • I&C Support Sessions	26	27 • I&C Support Sessions	28

COA = Chart of Accounts | Config. Wkshp = Configuration Workshop | GL = General Ledger | Sp. Bfg. = Sponsor Briefing | WM = Web Meeting | AP = Warrant Processing

I&C = Interfaces & Conversions | DM = Deal Management | AR = Accounts Receivable | AM = Asset Management | CM = Cash Management | LD = Labor Distribution | LA = Loan Accounting